

PowerPoint 2003: Level 1

1.) Multiple Choice:

Q.) What is the definition of the Formatting toolbar?

- A. Provides quick access to some of the commands you use most frequently to format your presentations.
- B. Used to create notes for each slide in your presentation.
- C. Provides quick access to some of PowerPoint's most frequently used commands and utilities.
- D. Provides quick access to help.

2.) Multiple Choice:

Q.) What is the description of the Slide Sorter view?

- A. The default view for creating and editing slides in PowerPoint. Contains most of the tools you will use to create and format your presentation. A large majority of your time will be spent working in this view.
- B. None of these.
- C. Allows you to view small images of all the slides in your presentation at the same time. Slide Sorter view can be used to move, copy, delete, and hide slides.
- D. Used to show the presentation on screen one slide at a time, as it would be presented to an audience. You can move from slide to slide by clicking the mouse or pressing the Page Up or Page Down keys.

3.) Multiple Choice:

Q.) How do you move to the first slide in a presentation?

- A. Drag the scroll box to the top of the scroll bar or press the Home key.
- B. Click the scroll bar up arrow or press Page Up.
- C. Click the scroll bar down arrow or press Page Down.
- D. Drag the scroll box to the bottom of the scroll bar or press the End key.

4.) Multiple Choice:

Q.) What is the last step in editing slide text?

- A. Type your new text in its place.
- B. Double-click to select a single word.
- C. Select the text you want to change.
- D. Open the presentation.

5.) Multiple Choice:

Q.) What is the 2nd step in saving a presentation?

- A. In the File Name text box, type the name of the file.
- B. Choose File->Save As to open the Save As dialog box.
- C. Select the location to which you want to save.
- D. If necessary, create a new folder as a destination for your presentation.

6.) Multiple Choice:

Q.) True or False? Clicking the left mouse button will advance through the slides.

- A. True
- B. False

7.) Multiple Choice:

Q.) What is the 3rd step in creating a presentation from the AutoContent wizard?

- A. Once the AutoContent Wizard is displayed, click the Next button to advance to the Presentation type screen.
- B. Highlight the presentation type you would like to use.
- C. Click the button that corresponds to the presentation style you need.
- D. From the task pane, choose From AutoContent wizard.

8.) Multiple Choice:

Q.) What is the first step in changing background color?

- A. Click OK.
- B. Choose a color from the color wheel.
- C. Choose Background from the menu.
- D. Right-click any blank space on a slide to display the shortcut menu.

9.) Multiple Choice:

Q.) What is the first step in adding a new slide to a presentation?

- A. From the list of slide layouts, right-click and select Edit from the menu.
- B. None of these.
- C. On the Formatting toolbar, click the New Slide button to display the Slide Layout task pane.
- D. From the list of slide layouts, click to insert the layout you want.

10.) Multiple Choice:

Q.) What is the 2nd step in entering text?

- A. If necessary, press Enter to start a new line.
- B. Type the text you want to enter.
- C. Click anywhere on the slide outside the text placeholder to deselect it.
- D. Click the title, subtitle, or text placeholder.

11.) Multiple Choice:

Q.) What is the first step in creating a presentation from a Word outline?

- A. None of these.
- B. Double-click on the outline file name, or select the outline file name and click Insert.
- C. Navigate to the slide where you want to insert the outline.
- D. Choose Insert->Slides From Outline.

12.) Multiple Choice:

Q.) Times New Roman is an option for what formatting element?

- A. Style
- B. Font
- C. Color
- D. Size

13.) Multiple Choice:

Q.) How is the text justified if each line of text touches the right hand border of the text box?

- A. Left justified
- B. Right justified
- C. Bottom justified
- D. Centered

14.) Multiple Choice:

Q.) What is the default line spacing?

- A. 1.5 lines
- B. 2.5 lines
- C. 1 line
- D. .5 lines

15.) Multiple Choice:

Q.) What does the bullet indent marker control?

- A. The left boundary for the bullet.
- B. The right boundary of text for a bulleted item.
- C. The right boundary for the bullet.
- D. The left boundary for both bullets and text.

16.) Multiple Choice:

Q.) What is the name for each individual box inside a table?

- A. Column
- B. Array
- C. Cell
- D. Row

17.) Multiple Choice:

Q.) Which of these is not an available table border option?

- A. Color
- B. Font
- C. Width
- D. Style

18.) Multiple Choice:

Q.) From what program would you be most likely to import a table?

- A. Microsoft Visual Basic
- B. Microsoft Outlook
- C. Microsoft Frontpage
- D. Microsoft Word

19.) Multiple Choice:

Q.) What is the default chart type created in PowerPoint?

- A. Column
- B. Pie
- C. Line
- D. Bar

20.) Multiple Choice:

Q.) What do you have to do to activate a chart in PowerPoint?

- A. Double-click the chart.
- B. Hover the mouse pointer over the chart.
- C. Spin the mouse pointer in circles around the chart.
- D. Nothing.

21.) Multiple Choice:

Q.) Which of the following is not an available chart type?

- A. Pie
- B. Cake
- C. Bar
- D. Doughnut

22.) Multiple Choice:

Q.) What is the second step in inserting a chart from Excel?

- A. Click Browse.
- B. Choose Insert->Object to open the Insert Object dialog box.

- C. Click Create From File.
- D. Navigate to the file you want to insert and double-click it.

23.) Multiple Choice:

- Q.) How do you increase the size of an object?
- A. Drag the object toward the center of the slide.
 - B. Drag a sizing handle toward the center of the object.
 - C. Double-click a sizing handle.
 - D. Drag a sizing handle away from the center of the object.

24.) Multiple Choice:

- Q.) What is the keyboard command to duplicate an object?
- A. Ctrl+M
 - B. Ctrl+P
 - C. Ctrl+Q
 - D. Ctrl+D

25.) Multiple Choice:

- Q.) How do you move a closed shape?
- A. Right-click the object and choose Move from the menu.
 - B. Double-click the object and click in a new position.
 - C. Click a sizing handle and drag toward the center of the object.
 - D. Click the middle of the object and drag to a new position.

26.) Multiple Choice:

- Q.) When rotating an object, holding down Shift will rotate the object in what size degree increments?
- A. 30
 - B. 75
 - C. 15
 - D. 45

27.) Multiple Choice:

- Q.) True or False? The last step in formatting an object is to click OK.
- A. True
 - B. False

28.) Multiple Choice:

- Q.) On what toolbar will you find the grouping option?
- A. The formatting toolbar.
 - B. The standard toolbar.
 - C. The table toolbar.
 - D. The drawing toolbar.

29.) Multiple Choice:

- Q.) Which of the following is not a layering option?
- A. Send to Middle
 - B. Send Backward
 - C. Bring to Front
 - D. Send to Back

30.) Multiple Choice:

Q.) True or False? Clicking Go will start a search of the clip art gallery.

- A. True
- B. False

31.) Multiple Choice:

Q.) True or False? The last step in inserting a picture from a file is to click OK.

- A. True
- B. False

32.) Multiple Choice:

Q.) Which of these is not a type of AutoShape?

- A. Lines
- B. Connectors
- C. Bullets
- D. Flowchart

33.) Multiple Choice:

Q.) What is the first step to creating WordArt?

- A. Display or insert the slide on which you want to insert a WordArt object.
- B. Type the text you want to make into a WordArt object (set font, size, and formatting options, if desired).
- C. Select a style or effect from the WordArt Gallery and click OK.
- D. Click OK.

34.) Multiple Choice:

Q.) Which of these is not a way to start the spell checker?

- A. Press F9.
- B. Right-click a flagged spelling error and choose Spelling.
- C. On the Standard toolbar, click the Spelling button.
- D. Choose Tools->Spelling.

35.) Multiple Choice:

Q.) True or False? To hide a slide, click the Hide Slide button on the Standard toolbar.

- A. True
- B. False

36.) Multiple Choice:

Q.) What is the sixth step in setting transitions' effects?

- A. Run the presentation to review the transitions.
- B. To preview the effect again, click the Animation Preview button beneath the slide on the left side.
- C. From the Apply To Selected Slides list box, select the transition effect you want to apply. PowerPoint previews the effect on the selected slides and displays a Preview Animation button beneath each selected slide.
- D. Switch to Slide Sorter view.

37.) Multiple Choice:

Q.) What is the third step in creating speaker notes?

- A. Click in the Notes area at the bottom of the screen.
- B. Type your notes.
- C. Triple-click the third slide in the presentation.
- D. Display the slide on which you want to enter notes.

38.) Multiple Choice:

Q.) What is the fourth step in sending a presentation to Microsoft Word?

- A. Open the presentation that you want to send to Word.
- B. Select the page layout option for your slides.
- C. Select Paste or Paste Link.
- D. Click OK.

39.) Multiple Choice:

Q.) What is the last step in printing slides, handouts, and notes?

- A. Preview the printout.
- B. Select any other options.
- C. Under the Print What heading, select the type of printout.
- D. Click OK.

40.) Multiple Choice:

Q.) True or False? You can package your presentation to either a CD or a folder on your hard drive.

- A. False
- B. True